



★ ★ ★ DMPED

# NEIGHBORHOOD PROSPERITY FUND

Request for Applications

The Office of the Deputy Mayor for Planning and Economic Development (DMPED) invites the submission of applications (RFA) for the Neighborhood Prosperity Fund (NPF) from the Economic Development Special Account pursuant to DC Official Code §2-1225.21.

The Mayor's recently-released Economic Strategy sets a vision for DC to become the global model for inclusive prosperity. The strategy is guided by two measurable primary goals, one of which is to reduce unemployment across wards, races, and educational attainment levels to rates below 10% in all segments by the end of 2021. The Office of the Deputy Mayor for Planning and Economic Development welcomes submissions directly connected to this goal. DMPED will fund projects to fill the gaps in non-residential components of a mixed-used, real estate, or retail development projects in targeted census tracts where unemployment is 10% or greater. A map of those areas can be found at <http://arcg.is/OHnLri>.

**The grant provides necessary gap funding only for the commercial component of development projects.**

**Available funds:** Up to \$3 million dollars is available for catalyzing mixed-used, real estate, or retail development projects in targeted census tracts.

Funding availability is dependent on the total projected costs of the selected project. For example, one project may be selected for the full amount of available grant funds based on scale and impact. DMPED will award zero to three grants for an aggregate total of \$3 million dollars.

**Minimum application request is \$500,000.**

**Point of Contact:**

LaToyia Hampton, Grants Manager

Phone: (202) 724-7648

E-mail: [latoyia.hampton@dc.gov](mailto:latoyia.hampton@dc.gov)

**Availability of RFA:**

Download from OPGS website [www.opgs.dc.gov](http://www.opgs.dc.gov)

DMPED's website, [www.dmped.dc.gov](http://www.dmped.dc.gov)

# LOGISTICS

RFA release date: Friday, May 5, 2017  
Submission Deadline: Friday, June 2, 2017

## Submission Guidelines

All applications must be submitted electronically. Please submit your proposal to [www.dmped.dc.gov](http://www.dmped.dc.gov). The RFA can be downloaded from DMPED's website: [www.dmped.dc.gov](http://www.dmped.dc.gov). All grant submission questions can be sent to [Latoyia.hampton@dc.gov](mailto:Latoyia.hampton@dc.gov).

Applications must be submitted electronically no later than **Friday, June 2, 2017 at 12 PM EST**. All applications will be recorded upon receipt. Applications received after 12 PM EST on June 2, 2017, will not be considered or forwarded to the review panel for consideration. Unless requested by DMPED, any additions or deletions to an application will not be accepted after the specified deadline. DMPED is not responsible for unreadable, incomplete, and/or out-of-order submissions.

DMPED advises prospective applicants to not upload documents using Dropbox or similar applications due to access issues. For assistance with completing an application, please contact LaToyia Hampton. Applicants who would like to request to use a computer at the DMPED office at 1015 Half Street, SE Suite 675 to complete their application should contact the Grants Manager, LaToyia Hampton, at (202) 724-7648. or [LaToyia.Hampton@dcgov](mailto:LaToyia.Hampton@dcgov).

## Application Awards

DMPED will notify applicants by email of its decision no later than July 14, 2017 and send a Notice of Award to the selected grant recipient upon receipt of the following pre-award documents. An awardee that cannot provide these materials by the given date will be disqualified and DMPED will award grant to another applicant, if applicable.

# IS YOUR PROJECT ELIGIBLE?

## Eligible Projects

1. Projects must be within the boundaries of the Neighborhood Prosperity Fund (See NPF Map at <http://arcg.is/OHnLri>)
2. Mixed-used, real estate, or retail development projects must include, at a minimum, a number of Affordable Dwelling Units (ADUs) that are equivalent to and compliant with the Inclusionary Zoning provisions of the District of Columbia Zoning Regulations (11 DCMR §§ 2600 et seq. (2012)).
3. 50% of the tenants must be identified and/or secured through letter of intent.
4. The project must be able to begin work on site on or before September 30, 2018.

## Ineligible Projects

DMPED will not fund the following commercial types of projects:

- Adult entertainment
- Banks
- Hotels
- Nightclubs
- Cell phone providers
- Tax preparation business
- Seasonal business providers



# IS YOUR APPLICANT ELIGIBLE?

## **Eligible Applicants**

- 501(c) (3) non-profit corporations
- Joint ventures, partnerships, and limited liability arrangements , corporations, for-profit and non-profit developers (Preference given to Certified Business Enterprise (CBE) businesses)
- A registered business in Good Standing with the DC Department of Consumer and Regulatory Affairs (DCRA), the DC Office of Tax and Revenue (OTR), the DC Department of Employment Services (DOES), and the federal Internal Revenue Service (IRS)
- Provide proof of property and liability insurance (an insurance quote is permitted for new businesses) compliant with the requirements set forth in the grant application
- Provide site control of the business property either through fee simple ownership or an executed contract or lease with the property owner with a minimum unexpired term of at least fifteen (15) years

## **Applicant examples include, but are not limited to:**

- Retail Stores – clothing, jewelry, toys, electronics, hardware
- Cafes
- Grocery stores
- Drugstores/pharmacies
- Fast casual and sit-down restaurants
- Coffee and tea shops
- Medical offices (doctor, dentist, chiropractor)
- Professional office space

Or as determined by DMPED

Preference is given to ground floor retail space which will enhance the pedestrian and retail experience.

## **Service Areas**

Grants are offered to qualified applicants located within the following commercial boundary: see NPF Map at <http://arcg.is/OHnLri>

# HOW YOU CAN SPEND THE FUNDING

## Eligible Use of Funds

Funds can be used to pay for design and construction as apportioned to the component being funded. The use of funds include, but are not limited to:

- Architectural and engineering
- Construction costs
- Tenant Improvement
- Historical preservation build-out
- Development analysis
- Market studies
- Market stabilization rent for DC-based businesses and local retailers (three years maximum)

**NOTE:** Development consultant fees shall be limited to no more than 10% of the full predevelopment budget - unless requested exception is agreed upon by DMPED.

## Ineligible Use of Funds

Funds cannot be used to pay for the following items:

- Federal and District taxes
- Any costs to satisfy liens and related penalties
- Government impositions
- Organizational overhead
- Food
- Equipment
- Organizational capacity building
- Transportation
- Debt service

DMPED reserves the right to review and approve or disapprove of fund uses.

# HOW YOUR APPLICATION WILL BE REVIEWED

To ensure fair assessment of grant applications, DMPED will convene a diverse review panel to evaluate eligible applications and submit recommendations for funding. The review panel will consist of neutral, qualified individuals selected for their knowledge of the District's community, experiences in grant-making and program development, and familiarity with funding priority areas set forth in this RFA. The panel members will review and score applications and submit recommendations for grant awards to Deputy Mayor Brian T. Kenner.

**Post Application Process:** Upon receipt and intake of an application, DMPED will review, analyze, and evaluate each application. **The evaluation process has three (3) steps:**

Initial Review – the application will be reviewed for basic eligibility

Section 1: Executive Summary on how the proposed project will have a catalytic effect

Section 2:

**A. Development Team Identities and Details**

Development Partners: Identify any and all development partners for the Project. Please identify (a) the decision making individual for the entity and, if different, (b) the day-to-day lead individual who will be available to respond to questions or requests for additional information.

Tenant Partners: If applicable, identify any proposed tenant(s) for the Project.

Financial Partners: If applicable, identify any construction and permanent lenders, major investors, and other key consultants, if any, included in the financing plan.

Design Team: If applicable, identify any architects, engineers, consultants, etc. included as part of the proposed team.

Other relevant team members: If applicable, please identify.

# HOW YOUR APPLICATION WILL BE REVIEWED

*For each team entity identified in the section above, Applicants shall identify the following for the point-of-contact at each entity:*

First and last name  
Business Address  
Business Telephone Number  
Business Email address  
Business Title  
Experience – list similar projects, including: square footage, estimated development costs, projected or completion date, and the role in the project

The applicant shall provide information that explains the relationship among team members, Certified Business Enterprise entities, their respective roles and contributions to the Project, and the overall management of the team.

## **B. Statement Regarding Debarments, Suspensions, Bankruptcy, or Loan Defaults**

The applicant shall provide a statement regarding any debarments, suspensions, bankruptcy, or loan defaults on real estate development projects and/or government contracts of any of the bidding team's entities or affiliates (listed above in "Applicant Team Identities & Details").

## **C. Evidence Regarding Tax Liabilities**

The applicant shall provide a statement regarding any tax liabilities and other government impositions that are not current for any of the bidding team's entities (listed above in "Development Team Identities & Details").

## **D. Evidence Regarding Litigation**

The applicant shall provide a statement regarding any ongoing or knowledge of threatened litigation in which the District is a party that relates to any team member, affiliate or to any other entity or individual having a controlling interest in the entity (or entities) that comprise Applicants. If such litigation exists, the applicant shall provide the name and civil or criminal action number of such litigation and a description of the subject matter of such litigation.



# HOW YOUR APPLICATION WILL BE REVIEWED

## **E. Organization Status**

The applicant shall provide the status of the primary entities (developers, tenants, etc.) (whether a corporation, a non-profit or charitable institution, a partnership, a limited liability corporation, a business association, joint venture, or other) indicating under which laws they are organized and operating, including a brief history of each organization and its principals. For any entity required to file reports in the jurisdiction of its formation, include a certificate of good standing for such jurisdiction and a certificate of good standing showing that it is registered in the District.

## **F. Organizational Chart and Bios**

The applicant shall provide an organizational chart showing key personnel from the primary entities (developers, tenants, etc.) and/or joint venture partners who will be working on the Project and a brief bio for each person outlining relevant experience.

Section 3: Project Specific Market Study – applicants must submit at their own cost an independent, third party analysis with a focused assessment of the project to include and expound on:

- A concise description of the site and the immediate surrounding areas
- A detailed summary of the project including its immediate funding gap
- A detail summary of how project will assist in the reduction of unemployment.
- A detail summary of how “but for” the NPF will not immediately move forward
- A precise statement of key conclusions reached by the analyst and a statement of opinion of market feasibility, including the estimate of the long term performance of the project, given commercial, housing, demographic trends, and economic factors
- A summary of market related strengths and weaknesses which may influence the project’s marketability, including compatibility with surrounding uses, the appropriateness of the project’s locations, including (where applicable) unit sizes, number of units, commercial square footage and usage, number of housing units and zoning recommend

Section 4: Development pro forma (an active excel document)

Section 5: Sources and uses

# HOW YOUR APPLICATION WILL BE REVIEWED

Section 6: Submit total support/incentives received from the District of Columbia in the past three (3) years: list year, amount awarded, and purpose for support/incentive.

Section 7: Site Control - An Applicant must exhibit site control of the project through one of the following forms:

- a. Deed
- b. Contract of Sale
- c. Option to Purchase
- d. Executed Lease with at least five years remaining

Section 8: Submit Clean Hands Certification: Each applicant must be a registered business in Good Standing with the DC Department of Consumer and Regulatory Affairs (DCRA), the Office of Tax and Revenue (OTR), the Department of Employment Services (DOES) and the Internal Revenue Service (IRS)

Section 9: Submit Geographic Location of Project - proposed or existing projects must be on within the NPF boundary with direct frontage. To check if a project falls within a NPF boundaries, check the Neighborhood Prosperity Fund Boundary Map: NPF Map at <http://arcg.is/OHnLri>

Section 10: Submit proof of property and liability insurance

# APPLICATION DETAILS

## Scoring Criteria

After determining if applicants have submitted all documentation from step 1: *Initial Review*, applications will be analyzed based on General Program Requirements (Section 1-9). Additionally applicants will be scored on the following review criteria:

Capacity of the Applicant (financial need)	40
Experience of Development Team	15
Market & Financial Feasibility of the Project	15
Proposed Job Creation & Tax Revenues	15
Use of CBEs (beyond requirements) and local retail tenant	15
<b>Total Points</b>	<b>100</b>

Upon approval of an application by DMPED, we will issue a grant agreement to the applicant explaining the terms and conditions of the grant. The grant agreement must be signed and returned within 10 days of the date of the grant agreement or the offer may be withdrawn. Upon full execution of the grant agreement and any associated documents, grant disbursement will begin.

## GRANT DISBURSEMENT

Grants will be awarded between \$500,000 with a maximum of \$3,00,000. Funds will be allocated based on size of project and size of non-residential gap.

# POST-AWARD

## Required Documents

**First Source Agreement** - Applicants are required to sign a First Source Agreement with the Department of Employment Services. Pursuant to Mayors Order 83-265, DC Law 5-93 and DC Law 14-24, as amended, one of the primary goals of the District of Columbia government is the creation of job opportunities for District of Columbia residents.

Accordingly, potential grantees must enter into a First Source Employment Agreement with the Department of Employment Services (DOES) upon award of any grant proceeds. The First Source Agreement will require the grantee to: (i) use diligent efforts to hire and require its architects, engineers, consultants, contractors, and subcontractors to hire at least fifty one percent (51%) District of Columbia residents for all new jobs created by the Project, all in accordance with such First Source Employment Agreement and (ii) use diligent efforts to ensure that at least fifty one percent (51%) of apprentices and trainees employed are residents of the District of Columbia and are registered in apprenticeship programs approved by the D.C. Apprenticeship Council. A First Source Agreement template can be found at [www.does.dc.gov/node/161672](http://www.does.dc.gov/node/161672).

**Proof of Insurance**—Selected Applicants must demonstrate that they are insured throughout the grant period of performance (through 9/31/2018) by providing proof of insurance (insurance policy binders or cover pages) for each of the three types of insurance listed below:

General Liability Insurance with DC Government endorsement language in the name of the Applicant Organization. A sample binder with the endorsement language is available online on the great streets website at [www.greatstreets.dc.gov](http://www.greatstreets.dc.gov); and  
Workers Compensation Insurance in the name of the Applicant Organization.

**ACH Form**- Grantees will receive disbursed tranches via an electronic transmission to their bank account designated for this grant. To establish this transfer, grant recipients must complete, obtain signature from their financial institution [section B of document] and return the ACH Form.

# POST-AWARD

**Certified Business Enterprises** - The Applicant selected by the District to enter into a grant agreement shall comply with the requirements of the Small and Certified Business Enterprise Development and Assistance Act of 2005, D.C. Official Code §§ 2-218.01 et seq. (“CBE Act”). Pursuant to D.C. Official Code §10-801(b)(6) and the CBE Act, the selected Applicant shall subcontract to Small Business Enterprises (“SBEs”) at least 35% of the total development budget. If there are insufficient qualified SBEs to fulfill the 35% requirement, the requirement may be satisfied by subcontracting 35% to qualified Certified Business Enterprises (“CBEs”). Pursuant to §2-218.49a of the CBE Act, Small Investors, Disadvantaged Investors, or Certified Equity Participants shall invest at least 20% of the total sponsor equity, excluding debt financing, mezzanine financing, or other equity contributions by limited or institutional investors; and, in addition to complying with the general 35% SBE subcontracting provisions, at least 20% of the dollar volume of non-construction development goods and services shall be subcontracted to SBEs. If the entity that controls the development project is an entity tax-exempt under 26 U.S.C.S. § 501(c), or other not-for-profit entity, such entity is exempt from the equity and development participation requirements set forth above. The District’s Department of Small and Local Business Development (“DSLBD”) determines which entities qualify as SBEs, CBEs, Small Investors, Disadvantaged Investors, and Certified Equity Participants pursuant to the CBE Act. Applicants are encouraged to exceed the District’s SBE/CBE subcontracting and participation requirements. Applicants must sign the Acknowledgement Form attached under NPF forms on [dmped.dc.gov](http://dmped.dc.gov)

**Local Hiring & Opportunities** - Applicants are encouraged to incorporate in their responses their plans to address: (1) Employment and business opportunities for local residents and businesses; and (2) Opportunities for District neighborhood-based business to participate in the Project.

**EEO Policy Statement** - Applicants are required to sign an Equal Employment Opportunity (EEO Statement) with the Office of Human Rights.

# TERMS AND CONDITIONS

Funding for this grant is contingent on continued funding from the grantor. This RFA does not commit DMPED to make a grant award.

DMPED reserves the right to accept or deny any or all applications if DMPED determines it is in the best interest of DMPED to do so. DMPED shall notify the applicant if it rejects their application. DMPED reserves the right to suspend or terminate an outstanding RFA.

DMPED reserves the right to issue addenda and/or amendments subsequent to the issuance of this RFA, or to rescind this RFA.

DMPED shall not be liable for any costs incurred in the preparation of applications in response to this RFA. The applicant agrees that all costs incurred in developing the application for this grant are the applicant's sole responsibility.

DMPED may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended.

DMPED may enter into negotiations with an applicant and adopt a firm funding amount or other revisions to the applicant's proposal that may result from these negotiations.

DMPED shall provide the citations to the statute and implementing regulations that authorize the grant or sub-grant; all applicable federal and District regulations, such as OMB Circulars A-102, A-133, 2 CFR 180, 2 CFR 225, 2 CFR 220, and 2 CFR 215 1 DCMR 50; payment provisions identifying how the grantee will be paid for performing under the grant agreement; reporting requirements, including programmatic, financial, and any special reports required by DMPED; and compliance conditions that must be met by the grantee. If there are any conflicts between the terms and conditions of this RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

# CERTIFICATIONS AND ASSURANCES

*A. Insurance Requirements.* The applicant, when requested, must show proof of all insurance coverage required by law at the time of application submission. The applicant shall maintain general liability insurance, consistent with District law. The applicant is responsible for adhering to the insurance guidelines as defined by the District of Columbia Office of Contracting and Procurement (OCP).

GENERAL REQUIREMENTS. The grantee shall procure and maintain, during the entire period of performance under the grant agreement, the types of insurance specified below. The grantee shall have its insurance broker or insurance company submit a Certificate of Insurance to the Contracting Officer providing evidence of the required coverage prior to commencing performance under the grant agreement. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the Contracting Officer. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia and have an A.M. Best Company rating of A-VIII or higher. The grantee shall require all of its sub-grantees to carry the same insurance required herein. The grantee shall ensure that all policies provide that the Contracting Officer shall be given thirty (30) days prior written notice in the event that the stated limit in the declarations page of the policy is reduced via endorsement or the policy is canceled prior to the expiration date shown on the certificate. The grantee shall provide the Contracting Officer with ten (10) days prior written notice in the event of non-payment of premium.

a. Commercial General Liability Insurance. The grantee shall provide evidence satisfactory to the Contracting Officer with respect to the services performed that it carries \$1,000,000 per occurrence limits; \$2,000,000 aggregate; Bodily Injury and Property Damage including, but not limited to: premises-operations; broad form property damage; Products and Completed Operations; Personal and Advertising Injury; contractual liability and independent contractors. The policy coverage shall include the District of Columbia as an additional insured, shall be primary and non-contributory with any other insurance maintained by the District of Columbia, and shall contain a waiver of subrogation. The grantee shall maintain Completed Operations coverage for five (5) years following final acceptance of the work performed under the grant.



# CERTIFICATIONS AND ASSURANCES

b. Automobile Liability Insurance. The grantee shall provide automobile liability insurance to cover all owned, hired, or non-owned motor vehicles used in conjunction with the work performed under the grant. The policy shall provide a \$1,000,000 per occurrence combined single limit for bodily injury and property damage.

c. Workers' Compensation Insurance. The grantee shall provide workers' compensation insurance in accordance with the statutory mandates of the District of Columbia.

d. Employer's Liability Insurance. The grantee shall provide employer's liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.

2. DURATION. The grantee shall carry all required insurance until all work performed under the grant is accepted by the District, and shall carry the required General Liability; any required Professional Liability; and any required Employment Practices Liability insurance for five (5) years following final acceptance of the work performed under the grant.

3. LIABILITY. These are the minimum insurance requirements established by the District of Columbia. HOWEVER, THE MINIMUM INSURANCE REQUIREMENTS PROVIDED ABOVE WILL NOT IN ANY WAY LIMIT THE GRANTEE'S LIABILITY UNDER THE GRANT.

4. GRANTEE'S PROPERTY. The grantee and sub-grantees are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.

5. MEASURE OF PAYMENT. The District shall not make any separate measure of payment for the cost of insurance and bonds. The grantee shall include all of the costs of insurance and bonds in the grant price.

# CERTIFICATIONS AND ASSURANCES

6. NOTIFICATION. The grantee shall immediately provide the Contracting Officer with written notice in the event that its insurance coverage has or will be substantially changed, canceled, or not renewed, and provide an updated Certificate of Insurance to the Contracting Officer.

7. CERTIFICATES OF INSURANCE. Prior to commencing any work under the grant, the grantee shall submit Certificates of Insurance providing evidence of the required coverage as specified above. The grantee shall submit evidence of insurance to:

Office of Contracts, Procurement and Grants  
Government of the District of Columbia  
Office of the Deputy Mayor for Planning and Economic Development  
1015 Half Street Suite 675  
Washington, DC 20003

*B. Nondiscrimination in the Delivery of Services.* In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall on the grounds of race, color, religion, nationality, sex, or political opinion be denied the benefits of, or be subjected to discrimination under, any program activity receiving DMPED funds. The grantee shall comply with all of the applicable District and Federal statutes and regulations as may be amended from time to time including, but not limited to: • The Americans with Disabilities Act of 1990 • The Hatch Act, Chap. 314 • The Occupational Safety and Health Act of 1970 • Lobbying Disclosure Act • Drug Free Workplace Act of 1988; and • District of Columbia Human Rights Act of 1977 and DC Language Access Act of 2004.